

WV Developmental Disabilities Council
Meeting Minutes
Mountaineer Conference Center, Beckley WV
July 27, 2004

Members Present: Laura Helems, Christy Bishop, Ronald Dean, Ulissa Dowell, Jeannie Elkins, Kim Farley, Sandy Haberbosch, John Hunneshagen, Mary Ann Jenkins, Frank Kirkland, Clint Martin, James Qualls, Christina Smith, John David Smith, Jerri Stephens, Luann Summers, Jennifer Waybright, Andrea Workman

Members Absent: Dee Braley, Craig Curtis, Ginny Gattlieb, Jeff Marr, Jane McCallister, Richard McGuffin, Pat Moss, Bob Peck, Bobbie Reynolds, Karen Robinson, Terri Rodighiero, Cheryl Vega, Pat Winston

Staff Present: Steve Wiseman, Jan Lilly Stewart, Jim Cremeans, Linda Higgs, Betsy Southall

Guests: Richard Merryman, Libby Nester, Kevin Smith, Arla Ralston

Welcome, Introductions and Announcements:

The meeting was called to order at 9:45 am by Laura Helems.

Members of the Council introduced themselves.

Laura announced that the new members have been officially appointed to the Council.

Laura announced that the NACDD fall conference will be held in Lexington, Kentucky October 3 -5, 2004.

Laura reviewed the contents of the Council packet. She encouraged members to review the Committee notes in the packets and familiarize themselves with the responsibilities of the committees. She asked members to choose a committee on which they would like to participate and then fill out the committee selection form and return it to Council staff. She also

reviewed the reimbursement forms etc. for new members. She reminded members that they must keep their receipts for incurred expenses.

Steve announced that members should dispose of the old postage paid envelopes. That account has been cancelled. The Council will provide self-addressed, stamped envelopes for members to use.

Laura announced that new Council members will have an orientation in the upcoming months. She stated that the staff would be contacting them to find a convenient meeting time.

Linda discussed an upcoming one day workshop called "Strangers in the House: The Dilemma of In-Home Services." She stated that the workshop will be held at no cost, but said that those wishing to participate must fill out a registration form. The workshop will be held at the Charleston Civic Center on Monday, September 27, 2004.

Steve reminded the Council that new members will be voting and members who are leaving are not eligible to vote.

Laura stated that any member representing an agency with a vested interest in something being voted upon should abstain. If a member chooses to abstain, they have to state their reason for abstention.

Libby read the Mission Statement of the Council.

Approval of the April 27, 2004 Minutes:

James made and Sandy seconded a motion to accept the Minutes as written.

Motion carried.

New Business:

Approval of FY 2005 Budget: Steve reviewed the proposed budget for Fiscal Year (FY) 2005. He reviewed a chart outlining the proposed budget (see attached). He stated that the federal Fiscal Year starts October 1st and ends on September 30th. He reviewed the current fiscal year budget and

compared it to the proposed budget. He also reviewed the items covered under Operating Expenses.

He stated that the figures listed for grants are for planning purposes only and are subject to change based on what the Council chooses to fund.

Jeannie Elkins made and Frank seconded a motion to accept the budget as it was proposed and explained.

James Qualls abstained because of his involvement on various groups outlined in the budget.

Motion carried.

FY 2005 State Plan Update: Jim C. gave an overview of the Council's 5 Year State Plan and reviewed the updates to the Plan. He stated that the Council is in the 4th year of the five year plan period. He said that the updates to the plan will be submitted to the Administration on Developmental Disabilities by August 15. He pointed out that there is a change on the plan since the goals were approved in April. Goal 1/Objective 2 which states, "Work with the Department of Education to develop career planning initiatives for students in middle school," will be moved from Employment to Education.

Jim also reviewed the detailed work plan (see attached).

Steve reminded the Council that the updates to the Plan were approved at the April 27, 2004 meeting. He said that the development of the next 5 year plan will begin next year.

Approval of FY 2005 Grant Proposals:

- **Renewals:** Steve reviewed the grants which are up for renewal.
 - **NWVCIL** requested a 3 month no cost extension of their current grant to finish the housing project. The Center will complete the related report on critical barriers to housing, a resource manual and a database of housing options.

- **HSRI** requested \$73,505 (an increase in funding of \$23,789 over FY 2004) to continue the project and to carry out a pilot training (three sites) in the State for the direct support staff curriculum.
- **Fair Shake Network** requested \$25,000 to help fund the cross-disability advocacy coalition (same as FY 2004).
- **WV Welfare Reform Coalition** is requesting \$2,500 to help fund its “Making Connections” training sessions (same as FY 2004).
- **MTSCIL** requested \$108,900 for Council expenses, special training initiatives, and stipends that enable people to attend important conferences and training events (same as FY 2004).
- **Community Access** requested \$183,000 (an increase in funding of \$18,000 over FY 2004). Community Access covers 2 staff positions, the “On the Outside” project, PASS workshops, and the Partners in Policymaking seminar.
 - Jan stated that the UCED, SILC, and the SRC are contributing funds to Partners in Policymaking to cover participant and speaker costs.

John David made and Mary Ellen seconded a motion to fund the renewal grants as proposed.

John David asked them why 2 staff positions existed outside of the State system. A discussion ensued.

Motion carried.

James Qualls abstained because of involvement with Fair Shake Network and Mountain State Centers for Independent Living.

Jeannie Elkins abstained because of involvement with the Fair Shake Network.

- **New:** Laura asked committee chairs to present Committee recommendations for FY 2005 grant applications:
 - **Education Committee:** Jeannie Elkins stated that the committee received 2 proposals which did not meet the stated goals and objectives. She said that the Committee was impressed with a project idea from REM WV to develop a school to work project in September. The project would allow community employers to be the lead agencies. She said that the committee suggested that REM staff work with Community Access and Department of Education concerning the project plans. A formal application is expected by September 1.
 - **Community Living Committee:** Libby stated that the committee received one grant application to develop a developmental disabilities self-advocacy organization in WV from WV Parent Training and Information Program. The committee felt that the grant met the CFI target goal, but felt that the project objectives and activities should be revised to better match the overall project intent and to be more feasible. This project will need to be monitored closely to be successful. The committee is recommending funding at \$48,000 with modifications and oversight.

James made and Andrea seconded a motion to fund the grant at \$48,000 with modifications and oversight.

John David raised a question about a concern in the Community Living meeting notes which stated that personnel named in the application have had a grant with the Council that was unsuccessful. A discussion ensued. Funding for that project was discontinued last year after the coordinator failed to correct problems with the project.

Luann Summers asked for an overview of what the funds would actually go towards. Steve reviewed the grant application in detail, and a discussion ensued regarding some of the funding issues surrounding proposed personnel. Steve stated that the Council has received several letters of support for the grant.

Frank said that he has concerns about the proposal since the primary project coordinator is currently a full time employee of the Office of Behavioral Health Services. Steve said that issues concerning how that individual's time for managing the advocacy project would need to be clarified.

James and Richard both expressed a need for People First groups in various areas throughout WV.

Kevin stated that he was involved in a similar grant in the 1990's and the grant was fairly successful.

Mary Ellen stated that the issue of contention with the grant seems to be with personnel issues, not the grant itself. She asked if there were other suggested modifications. Jan stated that there was also concern with the focus of some of the grant goals.

Motion carried.

Kim Farley abstained because she works for WVPTI. Frank abstained because the grant involves one of his employees.

- **Employment Committee:** Kevin stated that the committee received no grant proposals.
- **System Coordination Committee:** Jim C. reported that the committee had 2 proposals, and they do not recommend funding either proposal.
- **Health Committee:** Christy reported that the committee had 3 grant applications. They recommended funding the "Health and Wellth" project from The Arc of Wood County and the "Building Medical Homes for

Children” from the Marshall University School of Medicine with a name change.

Christy made and Andrea seconded a motion to fund the grant from The Arc of Wood County at \$10, 288.00.

Motion carried.

Christina Smith abstained because she is an employee of the Arc of Wood County.

Christy made and Christina seconded a motion to fund the grant from Marshall University School of Medicine at \$34,332.00 with modifications to the project title and a re-evaluation of the project at the end of the first year.

Luann asked for clarification of project details and a discussion ensued.

Mary Ellen raised a concern about the duplication of existing projects with the UCED and the Birth to Three program and a discussion ensued.

Motion carried.

- **Designated Stipends:** Jerri Stephens stated that the workgroup had 8 proposals to consider. Two of the proposals were from new groups. They received a total of \$20,350 in requests and had \$16,000 to spend. The work group recommended funding for 7 of the conferences (see attached).

Jerri made and John David seconded a motion to accept the funding for the designated stipends as budgeted and discussed.

John David began a discussion as to why funding was increased for some groups and others decreased or not funded. Linda stated that funding priority was given to groups which focused specifically on developmental disabilities. She said that more money was allotted to some groups based on the popularity of the programs and funding was decreased for other groups

because the Council is not familiar with the programs offered, but wanted to give them a chance.

Motion carried.

Christina, Frank James, Jeannie, Christy, Kim, and Jerri all abstained because of association with the organizations requesting money.

Committee Chairs: Laura announced tentative committee chairs

- **Community Living Committee** - Jeannie Elkins
- **System Coordination** - Cheryl Vega
- **Employment** – Clint Martin
- **Education** - Jerri Stephens
- **Health** – Christy Bishop

Retiring Members: Laura presented the retiring members Libby Nester, Kevin Smith, and Richard Merryman, a framed certificate of *Appreciation of Service* and thanked them for their dedicated service to the Mission of the Council. Certificates will be mailed to Robin Ayers, Tina Adams, Ophelia Coates, and Karen Davis.

On The Outside Presentation: Arla Ralston explained the “On The Outside” project and presented a play entitled *Darlene* from “On The Outside.” She also showed the “On The Outside” slide presentation.

Announcements:

James announced that Kevin won the John Lipscomb award for Advocate of the Year at the Disability Caucus.

Adjournment:

Kevin made and James seconded a motion to adjourn.

Motion carried.

The meeting was adjourned at 3:04 pm